

Minutes of the Finance Committee

Wednesday, September 22, 2010

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl (Chair), Pamela Meyer, Bill Zaborowski, and Jim Heinrich. Rob Hutton arrived at 8:31 a.m. and Dave Falstad at 9:21 a.m. **Absent:** Ted Rolfs.

Also Present: Chief of Staff Mark Mader, Risk/Purchasing Manager Laura Stauffer, Interim UW-Extension Co-Director Jerry Braatz, Emergency Preparedness Director Rich Tuma, Senior Financial Analyst Bill Duckwitz, Budget Specialist Linda Witkowski, Deputy Inspector Eric Severson, Business Manager Lyndsay Johnson, Business Services Administrator Donn Hoffmann, Treasurer Pam Reeves, Land Resources Manager Perry Lindquist, Parks System Manager Duane Grimm, Labor Relations Manager Jim Richter, and Legislative Associate Mary Pedersen.

Approve Minutes of 9-8-10

MOTION: Heinrich moved, second by Zaborowski to approve the minutes of September 8.

Hutton arrived at 8:31 a.m.

Motion carried 5-0.

Schedule Next Meeting Dates

- October 6

Chair's Executive Committee Report of 9-9-10 & 9-20-10

Haukohl highlighted the following items discussed at the last two Executive Committee meetings.

- Reviewed the capital projects plan to be voted on by the committee at their October 4 meeting.
- Approved various ordinances that were included in the last set of referrals.

Announcements

Haukohl announced the December 1 Finance Committee meeting has been canceled.

Haukohl said if any committee members want the Finance Committee to review certain capital projects, to advise Pedersen.

Review Trends and Experience Modification Rating Factor

Stauffer distributed copies of "Waukesha County Worker's Compensation Experience Modification." Stauffer indicated "work comp mod" is a benchmark that insurance companies and the industry use to gauge pricing/premiums. While this does not apply to Waukesha County because we are self insured, this is a good benchmark to see where we are in terms of trends. The work comp mod is based on payroll (size of entity), class code (type of employees), and type of industry which is compared to similar entities. Stauffer said a mod of 1.0 is ideal. An entity below 1.0 means losses are better than expected, and a mod above 1.0 means losses are worse than expected.

Stauffer advised Waukesha County had a mod factor of 1.05 in 2009 and 1.14 in 2010. Stauffer said 2010 is higher and was expected due to 2009 being very low. Our goal is a mod factor of 1.0 or less. Stauffer said efforts to control losses take a while to impact mod ratings because they are based on prior years. It will not be until 2012 and 2013 that we start to see a downward trend. This year's losses will be included in the formula for 2012 and so far, losses this year are relatively low. Staff have focused on the Highway Division, Sheriff's Department, and new claims management strategies to help control losses.

Ordinance 165-O-047: Authorize Waukesha County University Of Wisconsin Cooperative Extension Office To Accept The Drug Free Communities (DFC Year 3) Grant From The U.S. Department Of Health & Human Services Substance Abuse And Mental Health Administration Drug Free Communities Support Program

Braatz discussed this ordinance to accept \$125,000 in federal grant funds to help build a countywide coalition. The coalition will address underage alcohol and drug use and its impact on families, the criminal justice system, intervention services and communities. The grant timeline is October 2010 through September 2011. This ordinance also appropriates \$23,128 in federal grant funds to cover estimated coalition costs for the last three months of 2010. The grant will cover the contracted DFC project coordinators, printing/promotional activities, training and travel, materials and supplies, and the federally required program evaluation and strategic plan. Any unspent grant funds remaining at the end of 2010 will be carried over to 2011 to be used for the same purposes.

Braatz said this is the third year of the grant and the first 1.5 years were spent on building the coalition, organizational development, strategic planning, and sustainability of the coalition. They are now focusing on evaluation and focus groups in the schools across the county. They are developing a survey being piloted in Waukesha School District which will eventually make its way to the other school districts. Key components to be measured by the federal government include age of onset of alcohol or drug use, frequency of use, perception of risk, and perception of parental disapproval.

Hutton said it seems most of the funds have gone towards developing the organization and less have been spent on programming. He questioned how much of an impact this program is having on the communities since we are on year three of a three-year grant, and has the money been well spent. While Haukohl supported the program concept, she agreed with Hutton and said concrete statistics are needed to determine if efforts to curb the use of drugs and alcohol by kids have been successful. Braatz said they are still collecting statistics and concrete data will be available after the end of this year. Meyer advised she was very impressed with the program so far which she referred to as a different and modern way to approach this issue.

Falstad arrived at 9:21 a.m.

MOTION: Meyer moved, second by Heinrich to approve Ordinance 165-O-047. Motion carried 5-1. Hutton voted no.

Ordinance 165-O-049: Accept Homeland Security – FY2008 Program Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Incident Command System Training

Tuma advised that this ordinance authorizes acceptance of \$12,596 in Homeland Security grant funds. The funds will provide advanced training in implementing the National Incident Management System and Incident Command System protocols in Waukesha County. The grant will cover instructor fees, instructor travel costs, participant manuals and materials, and travel costs for up to four out-of-area attendees if the class is not filled by local area participants. This grant funded training is expected to result in no direct tax levy impact.

Hutton was concerned that funding was needed to provide training. If no funding was available, would we not conduct the training or would we find a way to conduct it regardless? Tuma said it would probably be a combination of both. Many smaller municipalities don't have the funds for training. There has not been any money for this in the past and there won't be any money next year. The money pays for certified instructors to conduct the courses and materials. Meyer asked if not funded by grant, would the municipalities pay for this training. Tuma believes the municipalities feel this is important but without the grant funds, they would have to find the money somewhere in already tight budgets. This training was an identified need and the region agreed it was important.

MOTION: Meyer moved, second by Falstad to approve Ordinance 165-O-049. Motion carried 6-0.

Ordinance 165-O-050: Accept Homeland Security-Urban Area Security Initiative FY2007 Program Funding And Modify The Emergency Preparedness 2010 Budget To Appropriate Grant Revenues And Expenditures For Supplemental Portable Generator Funding

Tuma explained this ordinance which authorizes acceptance of \$5,000 in supplemental Homeland Security funds for the previously approved emergency generator project to ensure emergency power during power outages during emergency and disaster situations. The funds will be used to purchase a trailer with a power distribution station. This is a supplement to the 2009 grant of \$135,000 which was used to purchase mobile generator equipment to support mass clinic operations. This grant is expected to result in no direct tax levy impact.

Due to a clarification concern with the fiscal note, a revised version will be submitted.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-050 subject to the revised fiscal note. Motion carried 6-0.

Ordinance 165-O-048: Modify The 2010 Capital Budget To Create Project 201009 – FBI/CJIS Security Audit Compliance

Severson, Johnson, and Hoffmann were present to discuss this ordinance which creates a \$375,000 capital project to address security issues identified through the Federal Bureau of Investigations audit of the Sheriff's Department mobile data computers. The project will implement cellular-based network infrastructure, address advanced authentication software, upgrade the mobile datalink, and replace the mobile data computers to comply with the the FBI security audit. The ordinance appropriates \$383,000 generated from prior revenues resulting in no new tax levy. Severson advised the mobile data computers were scheduled for replacement with funds included in the 2010 budget. However, because of these additional elements it has become a capital project.

Ongoing operating costs total \$47,500 and include pre-paid costs, cellular air card usage fees, software maintenance fees, and future equipment replacements. Future replacement charges through the EUTF fund will be phased over the life of the equipment, and cellular air card usage

fees and software costs are included in the Sheriff Department's 2011 proposed budget. The infrastructure maintenance fee is prepaid as part of the equipment purchase.

MOTION: Heinrich moved, second by Falstad to approve Ordinance 165-O-048. Motion carried 6-0.

Update on In-Rem Foreclosure Actions

Reeves discussed her handouts entitled "Delinquent Special Assessments Paid to Municipalities" and "History of Tax Certificates Issued" which included information per municipality and per year. Delinquent special assessments paid to municipalities in 2009 totaled \$1,200,166.44 and 3,702 tax certificates were issued totaling \$12,594,819.34.

Reeves said there are 17 properties the County now owns. This includes one mercantile, five homestead properties, and 11 land-only properties which total over \$940,000 in assessed value. She cautioned that some of the properties are swamp/wetlands and some of her appraisals are likely to come in lower than the assessed values. Reeves said she will present this information, including maps, at her next update.

MOTION: Hutton moved, second by Meyer to accept the report on In-Rem foreclosure actions. Motion carried 6-0.

Ordinance 165-O-044: Approve The WMWI Metro Landfill Facility Greenspace Protection And Limited Landfill Expansion Agreement

Lindquist distributed staff notes pertaining to this item. The ordinance approves the County as a participant in a landfill expansion agreement negotiated with Waste Management of Wisconsin, Inc. (WMWI), the City of Franklin, and five other affected municipalities. The County will receive 2.5% of the \$3.50/ton from the landfill under the agreement based on tonnage disposed. The County's estimated share is \$36,700. Beginning in 2011, the expansion agreement calls for annually adjusting the \$3.50/ton fee paid by WMWI by a Consumer Price Index factor. Lindquist said this expansion will extend the life of the landfill another five to seven years.

MOTION: Falstad moved, second by Heinrich to approve Ordinance 165-O-044. Motion carried 6-0.

Ordinance 165-O-043: Waukesha Land Conservancy Partnership Acquisition - Ron Deppert Property

Grimm discussed this ordinance which allows Waukesha County to provide a \$75,000 grant (15% of the purchase price) to the Waukesha County Land Conservancy to assist with the purchase of the 51-acre Ron Deppert property in the Town of Summit for preservation. It includes the NA-2 Area Genesee Lake Road Bog which includes a variety of wildlife, uncommon birds, plant communities, and an aquifer. The conservancy will provide \$77,300 and the State of Wisconsin DNR \$352,300 towards the \$500,000 selling price. The conservancy will be responsible for paying acquisition expenses estimated at \$4,600 and maintaining the property.

MOTION: Meyer moved, second by Zaborowski to approve Ordinance 165-O-043. Motion carried 5-1. Hutton voted no.

Ordinance 165-O-045: Butler Property Acquisition

Grimm reviewed this ordinance which allows for the purchase of the Butler property in the Town of Merton. The acquisition is included in the Parks and Open Space Plan and will add approximately 4.34 acres to the Bug Line Trail corridor. The purchase price is \$48,000 with additional expenses, such as recording fees, appraisal costs, etc., estimated at \$4,936. This addition will extend the Bug Line Trail from Menomonee Falls to North Lake.

MOTION: Heinrich moved, second by Meyer to approve Ordinance 165-O-045. Motion carried 5-1. Hutton voted no.

Ordinance 165-O-051: Employee Retention/Severance Salary And Benefits For 2011

Richter reviewed this ordinance as outlined which authorizes a benefit program in the event County employees are laid off as a result of the 2011 budget process. This program started in 1987 and this is the same ordinance that was adopted last year and the year before. Severance pay is a tiered approach based on length of service. A regular full-time employee who has been with the County less than three years will receive three weeks of pay. Those who have been here three years and up to ten years will receive six weeks of pay, and those with more than ten years of service will receive nine weeks of pay. In addition, the County's contribution towards health insurance will be paid for the first three months. Richter advised we will also provide access towards our Tuition Assistance Program. The program is capped at \$300 reimbursement per semester. He noted this program is seldom utilized and part-time employees would be eligible for \$150 each semester. The County makes every effort to place these individuals in other County positions but sometimes this isn't possible. Employees whose jobs are being terminated and leave that position prior to year-end will not be eligible for retention/severance salary and benefits.

While the fiscal impact is unknown at this time, it is anticipated that the retention/severance appropriation to be requested in the proposed 2011 non-departmental budget will be sufficient to cover the associated costs. The \$35,000 appropriation in the 2010 budget was more than sufficient in providing benefits to qualified employees.

MOTION: Hutton moved, second by Heinrich to approve Ordinance 165-O-051. Motion carried 6-0.

MOTION: Falstad moved, second by Heinrich to adjourn at 11:41 a.m. Motion carried 6-0.

Respectfully submitted,

Pamela Meyer
Secretary